



MANUFACTURED/MOBILE HOME ALTERATION PERMIT

INSTRUCTIONS:

1. Complete all spaces, including the signature box (marked with an X).
2. Draw a map on reverse side of WHITE copy only.
3. Forward completed permit and fees to the nearest L&I office. See list on reverse.
- 4.

Do not
complete
shaded
areas

Permit #

MH PRE PRINTED

Invoice #

1

Insignia #

2

Date

5

Or last name

first name

Day time phone

Address

City

State

ZIP

In Contractor/Dealer

Phone

Contractor's registration number

Address

City

State

ZIP+4

Subnumber(s)

HUD Number(s)

Place fee amount in proper box

Mechanical

13

- ☐ Heat Pump
- ☐ Air Conditioning
- ☐ Furnace Installation (gas or electric)
- ☐ Gas Piping
- ☐ Wood Stove ---- Serial No.
- ☐ Pellet Stove ---- Serial No.
- ☐ Gas Room Heater
- ☐ Gas Decorative Appliance
- ☐ Range: changing from electric to gas
- ☐ Gas Water Heater replacement
- ☐ Water Heater: changing from electric to gas

Plumbing

- ☐ Fire sprinkler system (also requires a plan review)
- ☐ Each added fixture
- ☐ Replacement of water piping system

Structural

- ☐ Inspection as part of a mechanical installation (cut truss/floor joist, sheet rocking)
- ☐ Reroofs (may require a plan review)
- ☐ Changes to home when additions bear loads on home per the design of a professional (also requires a plan review)
- ☐ Other structural changes (may require a plan review)
- ☐ Fire Safety

Place fee amount in proper box

Electrical

- ☐ Heat pump
- ☐ Air Conditioner
- ☐ Furnace Installation (gas or electric)
- ☐ Wood Stove (if applicable)
- ☐ Pellet Stove (if applicable)
- ☐ Gas Room Heater
- ☐ Gas Decorative Appliance (if applicable)
- ☐ Range: changing from gas to electric
- ☐ Electric Water Heater replacement
- ☐ Electric Water Heater replacing Gas Water Heater
- ☐ Each added or modified circuit
- ☐ Hot Tub or Spa (power from home electrical panel)
- ☐ Replace main electrical panel
- ☐ Low Voltage Fire/Intrusion Alarm
- ☐ Fire Safety

Miscellaneous

- ☐ Plan review
- ☐ Reinspection ---- Original Permit No.
- ☐ Insignia
- ☐ Other

Note: This permit expires one year after date of purchase. (Non-refundable)

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- ☐ Work is completed at this time. An inspection is requested.
- ☐ Work is NOT completed at this time, I will call when ready.

Make check payable to: Dept. of Labor & Industries

FEES DUE \$

15

Signature of applicant or authorized representative

X

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☐ Request approved or ☐ Request denied because of specific violations of Washington rules and regulations. Violations must be corrected and reinspection requested within 20 days of the notice of violation date. Failure to comply may result in penalties per chapter 43.22 RCW. All violations noted are shown on an "Alteration/Factory Permit Continuation Form".

☐ Included are forms required which must be completed and fees submitted before reinspection.

Date

Area office

Inspector

Total pages

HOMEOWNER
INSTRUCTIONS FOR COMPLETING "ALTERATION PERMIT"

This "Alteration Permit" was designed to request a field inspection for an alteration to a manufactured or mobile home.

1. Leave this space blank. *(For department use only)*
2. Leave this space blank. *(For department use only)*
3. Provide the last name and the first name of the **owner** who is requesting the inspection.
4. Provide a daytime phone number (including area code) where the owner can be reached between 8:00 AM and 5:00 PM.
5. Provide the date the request was submitted.
6. Provide the complete mailing address of the owner. NOTE: If the unit is located at a location different than the owners mailing address, include this information on the back side of the permit above where the map is to be drawn.
7. Write in N/A for "Not Applicable."
8. Leave blank.
9. Leave blank.
10. Leave blank.
11. Give the serial number of the home if known.
12. Give the HUD number(s) on the home, if applicable and known.
13. Enter the appropriate fee in the box next to the type of permit requested. See sheet of fees. If the request is for a structural change, contact the appropriate L & I inspector before submitting your application.
14. Mark the appropriate box indicating whether the work is completed and ready for inspection or if you will call when the work is ready for inspection.
15. Enter the total fees due.
16. Signature of the owner. The homeowner **must** sign by the "X" or the permit will **not** be accepted.
17. Leave the rest of the form blank. *(For department use only)*

CONTRACTOR
INSTRUCTIONS FOR COMPLETING "ALTERATION PERMIT"

This "Alteration Permit" was designed to request a field inspection for an alteration to a manufactured or mobile home.

1. Leave this space blank. *(For department use only)*
2. Leave this space blank. *(For department use only)*
3. Provide the last name and the first name of the **owner** who is requesting the inspection.
4. Provide a daytime phone number (including area code) where the owner can be reached between 8:00 AM and 5:00 PM.
5. Provide the date the request was submitted.
6. Provide the complete mailing address of the owner. NOTE: If the unit is located at a location different than the owners mailing address, include this information on the back side of the permit above where the map is to be drawn.
7. Provide the name of the company that will perform the work and /or make the alteration(s) to the home.
8. Provide the daytime phone number (including area code) of the company that will perform the work and/or make the alteration(s).
9. Provide the contractors registration number of the contractor responsible for the alteration(s).
10. Provide the complete mailing address of the contractor responsible for the alteration(s).
11. Give the serial number of the home if known.
12. Give the HUD number(s) on the home, if applicable and known.
13. Enter the appropriate fee in the box next to the type of permit requested. See sheet of fees. If the request is for a structural change, contact the appropriate L & I inspector before submitting your application.
14. Mark the appropriate box indicating whether the work is completed and ready for inspection or if you will call when the work is ready for inspection.
15. Enter the total fees due.
16. Signature of the owner. The homeowner **must** sign by the "X" or the permit will **not** be accepted.
17. Leave the rest of the form blank. *(For department use only)*